



Winston H. Hickox,
Secretary

California Environmental Protection Agency

Unified Program Bulletin
0304-02

DATE: August 19, 2003

TO: All Unified Program Agencies

FROM: Unified Program Section

SUBJECT: UPCOMING DUE DATE FOR SUMMARY REPORT SUBMISSION

Cal/EPA would like to remind all CUPAs of the Summary Reports that are due to the Secretary, on September 30th in accordance with the California Code of Regulations, Title 27 Section 15290(a) (1-3). Each CUPA is required to submit reports 2 through 4 to provide information for the previous fiscal years activities. We suggest that these reports be sent by certified mail to ensure they are received. Submit reports to:

California Environmental Protection Agency
Unified Program Section
Attn: Ms. Bridget Bonilla
1001 I Street, 2nd Floor
PO Box 2815
Sacramento, California 95812

Training on Summary Reports one through four was developed and delivered during the months of June and July 2003. The Summary Report instructions were revised for clarity and are available on our [website](#). In addition, some significant decisions and/or changes were made on how to report specific information, frequently asked questions and answers have been compiled and a list of terms with definitions has been developed. The definitions, frequently asked questions from the training sessions and a summary of the significant changes have all been posted on the website.

Questions regarding annual summary reporting should be sent to Bridget Bonilla at bbonilla@calepa.ca.gov or phone (916) 327-9557.